

STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA
A Member of the University of Louisiana System

INVITATION TO BID
TO
INSPECT, HYDROSTATIC TEST
AND RECHARGE PORTABLE FIRE EXTINGUISHER EQUIPMENT
ON THE SOUTHEASTERN LOUISIANA UNIVERSITY CAMPUS
FOR THE
SAFETY & HAZARDOUS WASTE DEPARTMENT

ISSUING AGENCY: Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402

DIRECTOR OF PURCHASING: Ed Gautier

PROCUREMENT SPECIALIST: Theresa Zeigler
Ph: (985) 549-5412
Fx: (985) 549-3810

CONTRACT COORDINATOR: Camille Moniotte, Director
Safety & Hazardous Waste
Ph: (985) 549-2157
Fx: (985) 549-5107

ITB RELEASE DATE: May 20, 2010

ON-SITE INSPECTION: By Appointment with Contract Coordinator

FAX INQUIRY DEADLINE: June 1, 2010 (Fax: 985-549-3810 - Zeigler)

ITB RETURN DATE: June 10, 2010

ITB RETURN TIME: 2:00 p.m., Central Time

NOTE: THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.

This ITB is available in electronic form at <http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp> It is available in PDF format or in printed form by submitting a written request to the Procurement Specialist listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

**STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA**

The Southeastern Louisiana University (SLU) Purchasing Department will receive sealed bids until 2:00 P.M. on the bid opening date specified in the solicitation document. No bid responses will be considered by the SLU Purchasing Department after 2:00 P.M. Beginning at that time, bids shall be publicly opened and read aloud to those present in the SLU Purchasing Department.

Mail address: Southeastern LA University
Purchasing Department
SLU 10800
Hammond, LA 70402

Delivery: Southeastern LA University
Purchasing Department
Property Control & Supply Bldg
2400 North Oak St
Hammond, LA 70402

Bids submitted are subject to LA R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/ Vendor/ Contractor's bid response shall become contractual obligations if a contract (purchase order) ensues.

INSTRUCTIONS TO BIDDERS

- 1) Bid Forms: All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink by an authorized representative of the bidding entity. Bid prices shall be typewritten or in ink. Bids submitted in the following manner will not be accepted: (1) bid contains no signature indicating intent to be bound; (2) bid filled out in pencil; (3) photocopy of bidder's signature; and (4) bid sent by facsimile equipment. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and time-stamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.
- 2) Standard of Quality: Any product or service bid shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation document.
- 3) Descriptive Information: Bidders proposing an equivalent brand or model should submit with the bid response information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.
- 4) Bid Opening: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting the SLU Purchasing Department during normal working hours. Written bid tabulations will not be furnished.
- 5) Louisiana Preference: Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The

bidder shall state his right to claim the ten percent (10%) preference in his bid response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.

- 6) Signature Authority: In accordance with LA Revised Statute 39:1594 (Act 121), the person signing the bid must be: (1) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or (2) An individual authorized to bind the vendor as reflected by an accompanying corporate resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.

GENERAL CONDITIONS

The SLU Purchasing Department reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

- 1) Prices: Unless otherwise specified in the solicitation, bid prices shall be complete, including transportation and handling prepaid by the bidder to destination - SLU, Hammond, LA. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated. Bid prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by SLU in the solicitation document.
- 2) Payment Terms: Cash discounts for less than 30 days may be offered, but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
- 3) Delivery: Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation document.
- 4) Taxes: Bidder is responsible for including all applicable taxes in the bid price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.
- 5) New Products: Unless specifically called for in the solicitation document, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation document. The manufacturer's standard warranty will apply unless otherwise stated in solicitation.
- 6) Default of Contractor: Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
- 7) Contract Cancellation: The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure of the vendor to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.
- 8) Applicable Law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
- 9) Equal Opportunity: By submitting and signing this bid, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, sexual orientation, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

SOUTHEASTERN LOUISIANA UNIVERSITY BID RESPONSE FORM

BUSINESS NAME: _____

TELEPHONE NO.: (_____)_____ FAX NUMBER: (_____)_____

ADDRESS: _____
MAILING CITY STATE ZIP

Scope of Work: Inspect, hydrostatic test and recharge portable fire extinguisher equipment on the Southeastern Louisiana University campus as per specifications.

Contract Term: For the period July 1, 2010 through June 30, 2011.

Contract Extension: If mutually agreeable between the successful bidder and Southeastern Louisiana University, the contract period may be extended for two (2) additional twelve month periods at the same prices, terms and conditions.

I/we do hereby acknowledge receipt of the following addenda (if any):

No. _____ Dated _____ No. _____ Dated _____

PLEASE READ CAREFULLY BEFORE BIDDING:

The University considers the services to be performed on portable and stationery fire safety equipment to be extremely important to the safety and welfare of the students, faculty, staff and general public. Successful bidder will be expected and required to service the fire safety equipment in strict accordance with all laws and regulations. The University will monitor the work to be performed for full compliance and the University will not make payment for partial or incomplete inspecting, testing or reporting.

Bidder to attach photocopy(s) of their Louisiana State Fire Marshal Fire Protection Systems licensing and registration(s) reflecting the following information:

- 1) Company license number and expiration date
- 2) All technician's license numbers and expiration dates
- 3) Class A license for portable fire extinguishers

Bidder to state their Department of Transportation (DOT) certification number for hydrostatic testing of portable fire extinguishers:

DOT No. _____

I/we do hereby declare that I/we have carefully examined the bid documents, and having personally inspected the site, that I/we have a clear understanding of the said bid documents and scope of work. I/we do hereby propose to provide the necessary materials, tools, machinery, apparatus, and other means for inspection and servicing, and to furnish the necessary labor to perform the proposed work in a professional and workmanlike manner, for the sums indicated on the bid response form.

SIGNATURE TO THE BID RESPONSE FORM SHALL BE CONSTRUED AS ACCEPTANCE OF THE ITB IN ITS ENTIRETY.

AUTHORIZED OFFICER: _____
(Signature) (Print or Type Name)

TITLE: _____ DATE: _____

BID RESPONSE FORM CONTINUED

Bidders shall be required to bid on all items in each part. Bidders shall bid on Parts I-III. Bidder shall be required to have the proper licensing and registration for the parts bid at time of bid submission. Failure of the bidder to meet these requirements shall result in rejection of the bid in whole or in part depending on the non-responsiveness of the specification or requirement.

Prices shall include all fire equipment parts replaced. (Weighting values are for bid award purposes only)

PART I:

Inspection of Fire Extinguishers

Price is to include the cost of tagging and replacement parts

	Weighting	Unit Cost	Total Amount
5 lb ABC	200		
10 lb ABC	1000		
20 lb ABC	40		
10 lb CO2	100		
20 lb CO2	40		
10 lb K	6		
Subtotal PART I:			

PART II:

Recharging of Fire Extinguishers

Price is to include the cost of recharging, inspection tagging and replacement parts

	Weighting	Unit Cost	Total Amount
5 lb ABC	10		
10 lb ABC	100		
20 lb ABC	2		
10 lb CO2	5		
20 lb CO2	2		
10 lb K	3		
Subtotal PART II:			

PART III:

Hydrostatic Testing / Six (6) Year Maintenance of Fire Extinguishers

Price is to include the cost of hydrostatic testing, recharging, inspection tagging and replacement parts

	Weighting	Unit Cost	Total Amount
5 lb ABC	10		
10 lb ABC	30		
20 lb ABC	2		
10 lb CO2	5		
20 lb CO2	2		
10 lb K	3		
Subtotal PART III:			

GRAND TOTAL – PARTS 1 - III:

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BID RESPONSE FORM CONTINUED

This form is to be completed in its entirety and submitted with the bid response form(s). Failure to complete or return the form with the other bid response form(s) may cause rejection of the bid without further consideration.

INSURANCE INFORMATION TO BE PROVIDED BY BIDDER

Bidder is to list the name and address (street/city/state/zip) of the Louisiana licensed insurance company that is intended to be used to furnish the required minimum levels of insurance coverage if selected the successful Bidder.

WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY..... STATUTORY MINIMUM COVERAGE

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

Check Insurer's A.M. Best Rating: [] A Level / [] B, C, D, E, F Level

Check Best Financial Size Category Rating: [] VI or Greater; [] V or Less

If Not A.M. Best Rated - State Type of Insurer: _____

Agent Company: _____ Telephone No: _____

COMMERCIAL GENERAL LIABILITY \$1,000,000 MINIMUM COVERAGE

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

Check Insurer's A.M. Best Rating: [] A Level / [] B, C, D, E, F Level

Check Best Financial Size Category Rating: [] VI or Greater; [] V or Less

Agent Company: _____ Telephone No: _____

AUTOMOBILE LIABILITY \$1,000,000 MINIMUM COVERAGE

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

Check Insurer's A.M. Best Rating: [] A Level / [] B, C, D, E, F Level

Check Best Financial Size Category Rating: [] VI or Greater; [] V or Less

Agent Company: _____ Telephone No: _____

SPECIFICATIONS AND REQUIREMENTS:

Furnish labor and materials to conduct the yearly inspection, hydrostatic test, recharge, and six year maintenance (as necessary) to portable fire extinguisher equipment for the Southeastern Louisiana University campus as per requirement and specifications.

INSPECTION

The successful bidder shall make an annual fire extinguisher inspection, within seven (7) calendar days of expiration of annual inspection date on the tag at their hanging locations on the Southeastern Louisiana University campus, Columbia Theatre, Turtle Cove (Marine Biology Research Facility near Manchac, LA), Baton Rouge School of Nursing, and Livingston Literacy Center (Walker, LA). Transportation will be provided by Southeastern to the Marine Biology Facility from Manchac at no cost to the vendor. The vendor will be responsible for his/her own transportation to the Baton Rouge School of Nursing and Livingston Literacy Center at no additional cost to Southeastern Louisiana University. The yearly inspections are normally completed in August when no students are on campus.

Southeastern Louisiana University reserves the right to accompany the vendor in the inspection of all fire extinguisher units. Southeastern Louisiana University reserves the right to request any vendor to submit verification or evidence that they are experienced in the maintenance of fire fighting equipment.

The following is required for all inspections:

- 1) Documentation
 - a) Extinguisher location
 - b) Model Number
 - c) Serial Number
 - d) Type of agent
 - e) Date of six (6) maintenance
 - f) Date of Hydrostatic testing
 - g) Remarks
- 2) Hoses are to be removed and checked and hydrostatic tested if necessary.
- 3) UL listing – labels attached.
- 4) All identification markers i.e. service tags must be removed and relocated to side.
- 5) All extinguishers must be mounted on hooks. If a different type of hook is needed, it must be noted on the inspection report.

HYDROSTATIC TEST / SIX (6) YEAR MAINTENANCE & RECHARGE

The bidder shall quote the unit price to hydrostatic test/six year (6) maintenance, refill, and inspect the portable fire extinguishers.

For hydrostatic testing/six year (6) maintenance, the bidder must be a Department of Transportation (DOT) approved cylinder requalification facility and adhere to Section 173.34 of Title 49 of the Code of Federal Regulations, CRF49. The bidder cannot send cylinders to a second party for testing.

The vendor must follow NFPA 10 for portable fire extinguishers including but not limited to the following:

- 1) All fire extinguishers to be hydrostatic test must be sent out empty.

- 2) The vendor will be limited to the number of fire extinguishers that can be removed from campus for recharging and/or hydrostatic testing.
- 3) The vendor must put a replacement fire extinguisher in the location where the fire extinguisher is removed. Spares will be provided by Southeastern Louisiana University.
- 4) Continuity check must be performed on all carbon dioxide hoses once the extinguisher has been discharged. The hose must be labeled indicating the continuity test was performed.
- 5) Random inspections by a University representative to ascertain the validity of all six (6) year and hydrostatic tests will be performed. These inspections will be used to check for internal siphon tube tags on all six (6) year and hydrostatic tests and recharges.
- 6) Any unit failing the hydrostatic test shall be marked accordingly and returned to Southeastern Louisiana University.

Price is to include the cost of the hydrostatic test, recharge and the annual inspection tag per fire extinguisher.

FIRE EXTINGUISHER INSPECTION REPORTING FORM

Building: _____

Date: _____

[illegible]

SOUTHEASTERN LOUISIANA UNIVERSITY
INSURANCE AND INDEMNIFICATION REQUIREMENTS
FOR SUCCESSFUL BIDDER

Before commencing work, the other party (vendor/contractor or subcontractor) shall obtain at its own cost and expense the following insurance in insurance companies authorized in the State, with an A.M. Best rating of A-:VI or higher and shall provide evidence of such insurance to the University, as may be required by the University. The policies or certificates thereof, shall provide that thirty (30) days prior to cancellation notices of same shall be given to the University by registered mail, return receipt requested, for all of the following stated policies. All notices shall name the other party and identify the agreement or contract number.

- A. Workers' Compensation - Statutory - in compliance with the Compensation law of the State. (A.M. Best's rating requirement mentioned may be waived for workers compensation coverage only.)
- B. Comprehensive General Liability Insurance with a minimum of liability per occurrence of \$1,000,000 for bodily injury and property damage. This insurance shall include the following coverage:
 - 1. Premises - Operations
 - 2. Broad Form Contractual Liability
 - 3. Products and Completed Operations
 - 4. Use of Contractors and Subcontractors
 - 5. Personal Injury
 - 6. Broad Form Property Damage
- C. Automobile Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage unless otherwise indicated in the contract specifications. The insurance shall include for bodily injury and property damage the following coverage:
 - 1. Owned automobiles
 - 2. Hired automobiles
 - 3. Non-owned automobiles

Note: If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage is acceptable. If an automobile is not utilized in the execution of the contract, then automobile coverage is not required.

Location of operation shall be "All Locations".

- D. Other Party's Professional Liability. The other party shall provide proof of such insurance. (Minimum limits of \$1,000,000). Required in the "Special Conditions" of the contract specifications.
- E. If at any time any of the policies shall become unsatisfactory to the Agency as to form or substance, or if a company issuing any such policy shall become unsatisfactory to the Agency, the other party shall obtain a new policy, submit the same to the Agency for approval and submit a certificate of insurance as required in the contract. Upon failure of the other party to furnish, deliver and maintain such insurance as above provided, this contract at the election of the University may be forthwith declared suspended, discontinued or terminated. Failure of the other party to take out and/or maintain any required insurance, shall not relieve the other party from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the other party concerning indemnification.

- F. All policies and certificates of insurance of the other party shall reflect the following:
- 1) The other party's insurer will have no right of recovery or subrogation against the University, it being the intention of the parties that the insurance policies so affected shall protect both parties and the primary coverage for any and all losses covered by the described insurance.
 - 2) The University shall be named as an "additional insured" as regards to negligence by the contractor. (ISO Form CG 20 10 03 97).
 - 3) The insurance companies issuing the policy or policies shall have no recourse against the University for payment of any premiums or for assessments under any form of policy.
- G. The following Indemnification Agreement shall be, and is hereby, a provision of the contract:
- The other party agrees to protect, defend, indemnify, save and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the other party, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the other party as a result of any claim, demands, and/or causes of action except those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees. The other party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if (claims, etc.) is groundless, false or fraudulent.
- H. Any and all deductibles in the below described insurance policies shall be assumed by and be for the amount of, and at the sole risk of the other party.
- I. The insurance companies issuing the policy or policies shall have no recourse against the University for payment of any premiums or for assessments under any form of policy.
- J. All property losses shall be made payable to and adjusted with the University.
- K. Neither the acceptance of the completed work nor payment thereof shall release the Contractor/Subcontractor from his obligations from the insurance requirements or indemnification agreement.
- L. If any of the Property and Casualty insurance requirements with at their renewal dates, payments to the Contractor/Subcontractor may be withheld until those requirements have been met, or at the option of the University, the University may pay the Renewal Premium and withhold such payments from any monies due Contractor/Subcontractor.

The successful Bidder shall be required
to execute the below Indemnification Agreement
as part of the Award Requirements.

INDEMNIFICATION AGREEMENT

The **VENDOR** agrees to protect, defend, indemnify, save and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of **VENDOR**, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by **VENDOR** as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees. **VENDOR** agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Accepted by:

Company Name

Signature

Title

Date Accepted

Is Certificate of Insurance Attached? [] Yes [] No

Contract No. _____ for Southeastern Louisiana University
State Agency Name

PURPOSE OF CONTRACT:

Furnish labor and materials to conduct the yearly inspection, hydrostatic test, recharge, and six year maintenance (as necessary) to portable fire extinguisher equipment for the Southeastern Louisiana University campus.

TO: Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships

RE: Veteran Initiative – Act 167 of the 2009 Legislative Session

➤ **ARE YOU ELIGIBLE FOR PARTICIPATION?**

- Are you a veteran-owned small entrepreneurship or a service-connected disabled veteran-owned small entrepreneurship in accordance with documentation from the United States Department of Veterans Affairs or the Louisiana Department of Veterans Affairs?
- Are you a Louisiana domiciled business?
- Do you have less than fifty (50) full-time employees?
- Are your annual gross revenue receipts \$5,000,000 or less (for construction) or \$3,000,000 for (non-construction) for each of the previous 3 tax years?

If your answers are yes, your company may be eligible for participation in the Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurship Program, also known as the Veteran Initiative.

➤ **WHAT IS THE VETERAN INITIATIVE?**

The Veteran Initiative, created by LRS 39:2171 through 2179 and LRS 51:931, provides additional opportunities for certified Louisiana-based small entrepreneurships to participate in contracting and procurement with the State. Key features of the program are:

- This is a goal-oriented program
- It is race and gender neutral
- Participation is restricted to Louisiana-based certified veteran-owned and service-connected disabled veteran-owned small entrepreneurships

The rules governing the implementation of the program are located at <http://www.doa.louisiana.gov/osp/se/se.htm>

➤ **WHY IS CERTIFICATION IMPORTANT?**

Certification is required for your participation in the Veteran Initiative. Under this program, you may be given increased opportunity to participate in Louisiana state contracts. Certain contracts may be awarded to your business without competition. And, certification is one of the methods that the State of Louisiana will utilize as a basis for benchmarking for annualized procurement and contracting goals.

➤ **WHAT AGENCY IS RESPONSIBLE FOR CERTIFICATION?**

The Louisiana Department of Economic Development (LED) is responsible for certifying Small Entrepreneurships for participation in the program. The (LED) Small Business Certification System may be accessed at https://smallbiz.louisianaforward.com/index_2.asp. For additional information regarding certification, please contact the LED at (225) 342-3000.

➤ **WHAT IS THE ROLE OF THE DEPARTMENT OF VETERANS AFFAIRS?**

The Louisiana Department of Veterans Affairs is responsible for disseminating information on this program and other veterans' benefits to Louisiana veterans. Information on this program and other veterans' benefits can be accessed at www.vetaffaris.la.gov

The State of Louisiana is committed to the success of this program and encourages your participation.